

PO INQUIRY

Log into GEN3. www.isd5.misd.net. Click on Business/Finance/Purchase Order Main Menu/ P. O. Inquiry

Macomb Intermediate School District
Core Business System

Tammy Lewandowski Purchase Order Main Menu 11/10/23 10:41:18
ISD5 M0040

Option # []

Enter 1 Here

Option #		Shortcut
1	P.O. Inquiry	POINQ
2	P.O. Authorization Inquiry	POAUTHINQ
3	P.O. Email Inquiry	POEMAILINQ
4	P.O. Processing Menu	POPROC
5	P.O. Listings Menu	POLIST
6	P.O. Receiver Menu	PORECV

Scroll Up Scroll Down

Macomb Intermediate School District
Core Business System

WARREN CONSOLIDATED Purchase Order Inquiry 11/10/23 10:44:34
P00001DF.S1

PO Number []

- Search Selection(s) -

Vendor []

Or

Vendor Name Sort Name []

And/Or

Location []

ASN []

Enter PO number, vendor, location or ASN to locate your PO

Macomb Intermediate School District
Core Business System

WARREN CONSOLIDATED Purchase Order Inquiry 2024 11/10/23 10:48:07
MCS1721 P00001DF.S2

PO Number 73135 CLOSED PO Date 08/31/23 09/06/23 Print Email Fax Attachments Encumber Discount

Vendor 13093 PITSCO EDUCATION LLC Location 017 CAREER PREP Requested By LAFEVER/MCCLLENATHAN/CAP

Amount Ordered 609.12 Net On Order .00 Blanket Exp Exp Date Deliver Date

Open Total .00 Misc Code Change Order #

Recv Unpaid .00 Recv Paid 609.12

AP Open .00 AP Paid 609.12

Select	Status	ASN	Description	Item #	Quantity	Unit Price	UM	Amount	Disc %	Net On Order	Line #	FA
<input type="checkbox"/>	C	5110223	CLASSROOM PACK	45207				564.00			1	<input type="checkbox"/>
<input type="checkbox"/>	C	5110223	SHIPPING					45.12			2	<input type="checkbox"/>

Auto Select Scroll Up Page 1 Scroll Down

Here you can view the activity of the PO. This screen will show how much has been received and/or paid and whether it is opened or closed.

To view in AS400, log into AS400 from your desktop. Click on Business/Finance/Purchase Order Main Menu/ P. O. Inquiry

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=====
M@040      Menu for   Tammy Lewandowski      11/10/23
ISD5      Menu name  Purchase Order Main Menu      10:54:26
=====
 1  P.O. Inquiry           POINQ
 2  P.O. Authorization Inquiry POAUTHINQ
 3  P.O. Email Inquiry     POEMAILINQ
 4  P.O. Processing Menu   POPROC
 5  P.O. Listings Menu    POLIST
 6  P.O. Receiver Menu     PORECV
=====
                                Option            
=====
F1=Help      F5=Messages    F6=Menus      F7=Prev Menu  F8=Next Menu
F9=Utilities F12=Return     F15=Home      F24=Sign Off
```



```
P00001DF.S1      Purchase Order Inquiry      11/10/23
WARREN CONSOLIDATED      11:10:45

P.O. Number:      
-Search Selection(s)-

Vendor Number:    
  *Or*
Vendor Sort/Name: 
  *Or*
Vendor Name Only: 
  *And/Or*

Location:        
ASN:             

F3 - Cancel      F4 - List      F5 - PO Auth Inq
```

Enter PO number, vendor, location or ASN to locate your PO

```
P00001DF.S2          Purchase Order Inquiry          2024          11/10/23
WARREN CONSOLIDATED          WCS1721          11:11:44

P.O. Number: 73135 CLOSED          9/06/23 Print: N Email: N Fax: N Enc Dis: Y
Vendor Number: 13093 PITSCO EDUCATION LLC
P.O. Date: 8/31/23 Deliver Date: 0/00/00 Blanket Exp: Date: 0/00/00
Location: 017 CAREER PREP          Attachments: N Chg #:
Requested By: LAFEVER/MCCLLENATHAN/CAP          Misc Code:
Amount Ordered          609.12 Open Total          .00 AP Paid          609.12
Net On Order          .00 Recv Unpaid          .00 AP Open          .00
Sel: P=PO History D=Description R=Receiver History Recv Paid          609.12
Sel ASN          Description          Qty          Unit Price          UM Disc %          Amount
1 5110223 C CLASSROOM PACK          *          .000          564.00
  1 Item 45207          FA N Wh/Item          Recv Net
  5110223 C SHIPPING          .000          45.12
  2 Item          FA N Wh/Item          Recv Net

Bottom

F1 - Addr F6 - PO Hist F7 - AP Hist F9 - Comments F10 - Ship To F12 - Return
```

Here you can view the activity of the PO. This screen will show how much has been received and/or paid and whether it is opened or closed.